



FACULTY MEMBERS MANUAL

"RIGHTS AND DUTIES"

English Language Department	
Title: Program's Quality Manual	
Version	3
Date:	10/4/1445
Session number	8
Recommended:	Department Council
Approved by:	Head of the department Dr. Majad Alharbi

Table of Contents

NO.	ITEMS	PAGE. NO
1.	MESSAGE FROM THE HEAD OF THE DEPARTMENT:	3
2.	COMMON TERMS	4
3.	LIST OF THE TEACHING STAFF	6
4.	ACADEMIC STAFF	8
5.	TEACHING LOAD	8
6.	CHARACTERISTICS OF FACULTY MEMBERS	8
7.	FACULTY MEMBERS DUTIES	9
8.	The Duties towards the Student	9
9.	FACULTY MEMBER'S DUTIES TOWARDS THE UNIVERSITY	11
10.	THE DUTIES TOWARDS DEVELOPING PROFESSIONAL CAPABILITIES	12
11.	DUTIES OF A FACULTY MEMBER TOWARDS SOCIETY:	13
12.	DUTIES OF A FACULTY MEMBER IN THE FIELD OF SCIENTIFIC RESEARCH, AUTHORSHIP AND TRANSLATION:	15
13.	FACULTY MEMBERS' RIGHTS	17

1. MESSAGE FROM THE HEAD OF THE DEPARTMENT:



Praise be to Allah alone; peace and blessings of Allah be upon His messenger, his household and companions. On behalf of your fellow faculty members, I would like to welcome you. English Language Program (ELP) is part of the wider Majmaah University (MU) learning community. Full support is extended to all faculty members, both inside and outside the classroom. At the ELP, we share our unique and valuable ideas, and learn from each other. Our goal is to create an excellent learning environment for our learners and a desirable place for people to work. Majmaah University recognizes and supports the central role that faculty play in fulfilling the mission and goals of the university. Faculty are expected to meet their professional and institutional commitments at the university on a regular basis throughout the academic year. These commitments include time spent on teaching, research, student advising, and various kinds of university or outside professional service on committees and in administrative or advisory roles. This manual intends to provide a clear and explicit reference of the rights and duties of faculty members within the university, college and the department. I am grateful for your collegiality and wish you success.

THE HEAD OF DEPARTMENT
DR. MAJAD AL-HARABI

2. COMMON TERMS:

1	University: The term “University” refers to Majmaah University (MU).
2	Academic positions: Refer to positions in higher education, the sector that encompasses positions at colleges or universities.
3	Semester: A period not less than fifteen weeks, during which courses are taught. The period for registration and final examinations are not counted within this period. Some courses may have prerequisite(s) or co-requisite(s).
4	Academic activities: Refer to activities that cover the specified courses of study.
5	Course: An educational material related to a specific level within the credit hours plan for each programmed. Each course has a number, code, name and specification that distinguishes it from other courses. Each course has also a special file that a department keeps for the purposes of follow up, assessment and development.
6	Faculty Member: Means any person hired by the University on a full-time or part-time basis to conduct classroom or teaching activities or is otherwise considered by the University to be a member of its faculty.
7	The Charter: A covenant between the student and the university that includes the basic rules of the rights and duties agreed upon in order to practice the university life.
8	Academic field: The educational process.
9	The non-academic field: The regulatory process and what it includes in terms of student interaction with university employees and the activities and services provided to him.
10	Teaching Load: Means the amount of teaching (expressed in number of course sections or credits) assigned to a member during a given academic year as part of workload.
11	Teaching unit: Refers to the distribution of teaching hours among academic staff.
12	Characteristics: Refer to an attribute or quality belonging typically to faculty members and serving to identify them. It is these qualities that make them different from others.

3. LIST OF THE TEACHING STAFF:

Faculty Qualifications (Male Section)

No.	Name	Nat.	Academic Rank	Specialty Area	Exp. (Y)
1	Majad Al-harabi	KSA	Assoc. Prof.	Critical literacy, and discourse analysis	
2	Ayed al-Anizi	KSA	Assoc. Prof.	Socio-pragmatic studies	
3	Majed aba-Hussein	KSA	Assoc. Prof.	Language teaching and learning	
4	Saleh al-Rashidi	KSA	Assoc. Prof.	TESOL	
5	Mohammed al-Harbi	KSA	Assoc. Prof.	TESOL	
6	Aitf Abu	JORDAN	Assoc. Prof.	Applied Linguistics	
7	Abdelmajed abdelrahman	SUDAN	Assoc. Prof.	Applied Linguistics	
8	Khalid al-Salim	KSA	Asst. Prof.	Theoretical Linguistics	
9	Jala Rehaïem	Tunisian	Asst. Prof.	Literature	
10	Sami Hussein	SUDAN	Asst. Prof.	ELT	
11	Aref Widaa	Sudanese	Asst. Prof.	Applied Linguistics	
12	Mohammed Faried	Egyptian	Asst. Prof.	Applied Linguistics	
13	Naser Alzaidiyeen	Jordanian	Asst. Prof.	TESOL	
14	Abdul Monham	Egyptian	Asst. Prof.	Literature and Literary Criticism	
15	Siralkhatim Ahmed	Sudanese	Asst. Prof.	Applied linguistics	
16	Ahmed al-Nasser	KSA	Lect.	ELT	
17	Naif al-Mulla	KSA	Lect.	ELT	
18	Yasser al-Walïey	KSA	Lect.	Applied Linguistics	
19	Yousef al-Harbi	KSA	Lect.	Applied Linguistics	
20	Othman Shah	Pakistani	Lect.	Applied Linguistics	
21	Omran Khan	Pakistani	Lect.	Applied Linguistics	
22	Omar al-Kuwaiter	KSA	Lect.	Translation	
23	Firas Alsalman	KSA	Lect.	Translation	

Faculty Qualifications (Female Section)

No.	Name	Nat.	Academic Rank	Specialty Area	Exp. (Y)
1	Zaha al-anazi	KSA	Asst. Prof.	Translation	
2	Ameera emad-Aldin	KSA	Asst. Prof.	Applied Linguistics	
3	Abeer al-Harbi	KSA	Asst. Prof.	Applied Linguistics	
4	Asma Mohammed		Asst. Prof.	Literature	
5	Mona Jabar	Egyptian	Asst. Prof.	TEFL	
6	Fatimah al-Suhaibani	KSA	Lect.	Literature	
7	Najwa al-Mazroei	KSA	Lect.	SLT	
8	Maram al-Turki	KSA	Lect.	TESOL	
9	Eman al-Hugail	KSA	Lect.	Translation	
10	Khadija Ghazeel		Lect.	Literature	
11	Zainab Al-Shehri	KSA	Lect.	Applied Linguistics	
12	Nasma Al-Harami		Lect.	TEFL	
13	Aljawharah al-Saleh	KSA	Lect.	Applied Linguistics	
14	Hafza		Lect.	Applied Linguistics	
15	Nora al-Fayez	KSA	Lect.	Literature	
16	Shaza Al-Askar	KSA	Lect.	Applied Linguistics	
17	Sarah Al-Yousef	KSA	Lect.	Linguistics	
18	Hind Al-Saleh	KSA	Lect.	Applied Linguistics	
19	Enas Fowzae		Lect.	Literature and Criticism	
20	Rehab Faraog		Asst. Prof.	Literature	
21	Haia alklooe	KSA	Lect.	Translation	
22	Wurood Almutairi	KSA	Lect	Literature	

4. ACADEMIC STAFF:

Academic staff is defined as those employees whose primary function is teaching and/or research, this includes staff who work full-time for part of a year and term-time only staff who work full-time during the term. The academic staff is comprised of:

- 1) Professors:
- 2) Associate Professors:
- 3) Assistant Professors:
- 4) Lecturers.

5. TEACHING LOAD:

A. The maximum teaching load of staff members is as follows:

1. Professor 10 (Teaching Units).
2. Associate Professor 12 (Teaching Units).
3. Assistant Professor 14 (Teaching Units).
4. Lecturer 16 (Teaching Units).

B. Faculty members and those who have similar status shall work forty hours per week in teaching, scientific research, student-counselling and other tasks entrusted to them by the relevant administration in the university.

6. CHARACTERISTICS OF FACULTY MEMBERS

The faculty members are expected to have the following characteristics:

- 1) The faculty member must be honest and truthful and must abide by regulations and rules of ethics.
- 2) The faculty member should refrain from all that is contrary to the honor of his/her job.
- 3) The faculty member must follow up what is new in his/her field of specialization and must also contribute through his/ her scientific activities to the development of his/her specialization.

- 4) A faculty member should convey to his/her students the latest knowledge in his/her field of specialization.
- 5) The faculty member must actively participate in the meetings of his/her department council and in other councils or committees he/she is a member of either on the level of the college or the university.
- 6) The faculty member must actively participate in the activities of the department, college and university, and in community services (extracurricular activities).
- 7) The faculty member must devote his/her time to work at the university.
- 8) The faculty member should not have a job outside the university unless he/she has obtained prior approval in accordance with the university's regulations and bylaws.

7. FACULTY MEMBERS DUTIES:

The duties of faculty members are many and varied. Below provides a summary of key responsibilities and expectations of ELP teaching staff.

1) THE DUTIES TOWARDS THE STUDENT:

Faculty members have major duties towards students' education and all areas of students' growth. Faculty Members' duties include the following:

- Teaching within the prescribed assessment.
- Providing additional instruction above the prescribed assessment if necessary.
- Attending all classes and posting and adhering to office hours.
- Preparation of course syllabi following the University guidelines for syllabus formatting.
- Submitting syllabi according to university guidelines and distribution to students via Blackboard or as a handout on the first day of class.
- Consistently following the course syllabi in assigned classes.

- Preparing the exams for their subjects.
- The faculty members should adhere to the authentic university traditions and values and work to instill them in the students' hearts. They should establish and support direct contact with the student and take care of their social, cultural and sports affairs.
- Sharing with their students the latest scientific findings in their field of specialization and recommending to the department council to amend the curriculum to propose developed courses that enhance the overall quality.
- A faculty member is responsible for observing the student's examination protocols and the conditions related to him, as stipulated in the undergraduate study and examination regulations and the executive rules.
- A faculty member sets exam questions for the course they are teaching, and it is permissible, when necessary, based on the proposal of the department head, to be set by whoever the department council chooses.
- The faculty member corrects the final examination papers and the head of the department may, when needed, associate one or more specialists with him in the correction, and the college council may assign the correction to whomever he/she deems appropriate.
- The faculty member who corrects the final exam monitors the grades obtained by the student on the transcript for grades prepared for this, and signs them. Then the head of the department approves it and enters it in the academic system of the Deanship of Admission and Registration.
- Collaborating with department members in preparing study plans, reports and developing programs for the department.
- Supervising the practical or field aspects of the subjects they teach.
- Performing other duties as assigned.

2) FACULTY MEMBER'S DUTIES TOWARDS THE UNIVERSITY:

The faculty member must consider the fact that he/she is a member of the university according to the following:

- Avoiding behavior that harms the university's reputation, or losing its funds, and gives appropriate support to the work and activities in the university. Furthermore, not exploiting the university's name to serve his/her own interests, and not working outside the university except with its knowledge after obtaining the university's consent.
- Participating in the sessions of the councils of departments, committees in the college and university.
- Commitment to office hours and attending the conferences.
- Submitting to the university's competent authorities with proposals that help and develop the scientific and administrative work at the university.
- Participating in the activities of the university in community service and recommending what is needed by the university vice president for academic development and serve the community.
- To contribute to proposing seminars and conferences within cultural programs.
- Follow up on new developments in his/her field of specialization, contribute to the development, raise it to the competent authorities, and present to the department council what is required of it.
- A faculty member spends working hours in teaching, research, academic advising, office hours and other work that is assigned to him/her by the competent authorities at the university.
- A faculty member is responsible for teaching the courses assigned to and he/she is committed to attend and teach on the dates specified for these courses. Furthermore, he/she is committed not to change the dates and locations of lectures or join groups except after coordination with the department head and the Deanship of Admission and Registration.

- A faculty member adheres to the university academic calendar, especially with regard to final exam dates. Furthermore, the faculty member not changes the date of final exam except after coordination with the authorized parties.
- Continuous communication with the head of the department as he/she is responsible for managing the scientific, financial and administrative affairs within the department. The head of department is presented the final annual report of scientific contribution for each faculty member in the department to the dean of college.
- Faculty members should devote time to conduct lessons, lectures, and practical exercises. Additionally, the faculty members should contribute to the advancement of science, literature and arts.

3) THE DUTIES TOWARDS DEVELOPING PROFESSIONAL CAPABILITIES:

Professional capabilities are more important than ever.

- Due to the importance of a faculty member and the high academic reputation that appears through his/her serious attempt to develop himself professionally, one of his/her first duties in this regard is to remain in touch with all new developments in his/her field of specialization, through direct access to specialized literature and periodicals, participation in scientific societies, and attending seminars and relevant scientific conferences. The technical and cognitive development witnessed in this era of information flow in the means of communication and knowledge technology, and a diversification of methods of education, obliges the faculty member to have continuous responsibility in this field.
- Conducting research, studies, and workshops and participating in collective research in his/her field of specialization.
- Carrying out creative writing and targeted analyses that contribute to providing knowledge and community service.

- It is not permissible for members of the teaching staff to give lessons in other than their own university, or to supervise the lessons that are given in it except with permission from the university president based on the approval of the college or institute council after consulting the relevant department council. In this regard, it is required that teaching or supervision be at the university level.
- Faculty members may not give private lessons for or without charge.
- It is not permissible for faculty members to get involved in trade, to participate in running a commercial, financial or industrial business, or to combine their job with any work that is not consistent with the dignity of this job.

4) DUTIES OF A FACULTY MEMBER TOWARDS SOCIETY:

- Scientific participation in developing the university community through specialized courses to train graduates and raise their efficiency in line with the labour market, as well as convoys that serve the community in various disciplines.
- The faculty member is a trustee of the nation's being, its unity, and the cooperation of its children. He/she strives for fruitful love and sincere respect to prevail among all citizens and among them, and the first of them is to achieve the security of the homeland, stability and empowerment of the homeland and prosperity, and in the interest of its reputation and position among the high-class human societies.
- A faculty member is appreciated by society, respected and trusted, and he/she is therefore keen to be at the level of this trust, that appreciation and respect, and is keen to not affect him except by what confirms the community's trust in him and his/her respect for him.
- A faculty member is an influential member of his/her community on whom hopes for cognitive advancement, scientific advancement, intellectual creativity, and civilized contribution are attached to the spread of these benign attributes among students.

- A faculty member is a true picture of the intellectual belonging to his/her religion and country, which is necessary to expand the scope of his/her culture and diversify its sources, mature and based on knowledge, and extensive experience, he/she helps his/her student with the broad horizon and the vision of divergent views as cultural components that integrate and cooperate in building human civilization.
- Consolidating the bonds of trust between the college and the community.
- Preserving the environment and not harming it at all times, especially while dealing with harmful chemical and biological materials.
- Taking the opinion of the surrounding community in the programs offered by the college as the beneficiary.
- Working to find appropriate scientific and practical solutions to the problems facing the surrounding community.
- Exerting his/her efforts in providing services to individuals, institutions and society whenever required in a normal and legitimate way.
- He/she seeks, during his/her work, to contribute to the development and advancement of society, and directs students for that through interest in participating in community service, development and progress programs.
- Links what it offers to the society's culture and aspirations.
- Interact with societal changes and social mobility and participate in public opinion issues that benefit education and benefit society.
- Linking university research to the needs of society according to results drawn from questionnaires and serious and objective studies.
- To contribute to proposing seminars and conferences within cultural programs and to be counted for him/her within the points allocated for community service upon promotion.

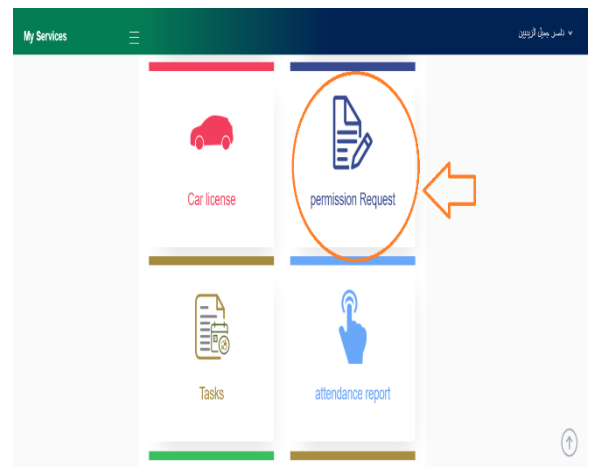
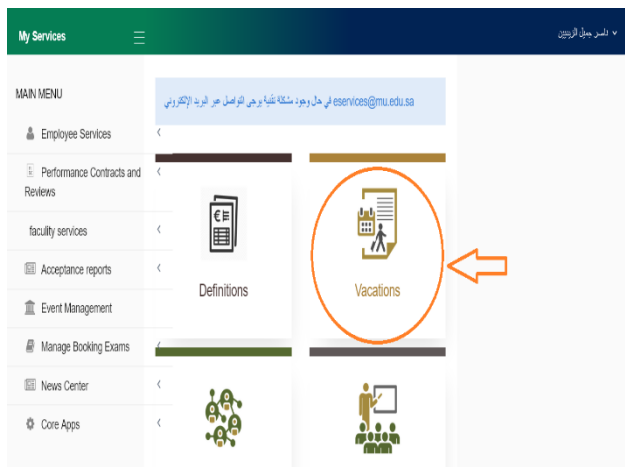
5) DUTIES OF A FACULTY MEMBER IN THE FIELD OF SCIENTIFIC RESEARCH, AUTHORSHIP AND TRANSLATION:

- Commitment to the role that scientific research plays in raising the level of education in the college and university and linking the university to society.
- Commitment to objectivity and complete impartiality when judging scientific research for publication.
- When quoting, the source must be specific and clear and show the amount of the quotation without ambiguity or ambiguity.
- Paying attention to scientific research that can be applied in practical fields.
- Commitment not to mention references that were not used by the researcher.
- Avoid writing or editing any report or giving an academic scientific certificate away from his/her specialization or contrary to the reality reached through his/her scientific research.
- Not fabricating incorrect data or results during the collection or analysis of data for scientific research.
- Commitment to arranging the names on the published research papers from the scientific theses so that the first name is the name of the researcher and not the oldest supervisors.
- Commitment not to mention references that were not used by the researcher.
- Avoid writing or editing any report or giving an academic scientific certificate away from his/her specialization or contrary to the reality reached through his/her scientific research.
- Not fabricating incorrect data or results during the collection or analysis of data for scientific research.
- Commitment to arranging the names on the published research papers from the scientific theses so that the first name is the name of the researcher and not the oldest supervisors.
- Take into account the updating of literature in line with the developments of the times in the specialization.

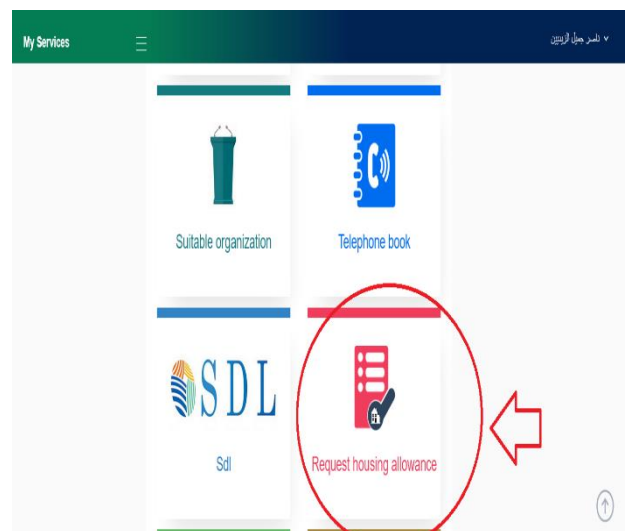
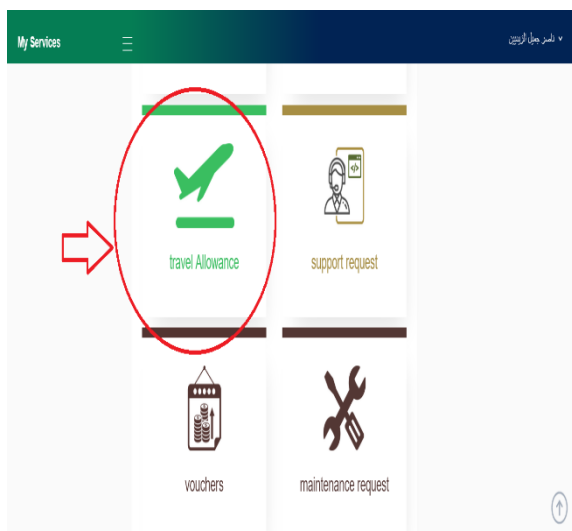
- Taking into account the affiliation of books to their owners and not borrowing the names of some of the distinguished in the specialty in order to achieve material gain or scientific merit.
- The need to respect the ideas and opinions of previous scholars, and not to harm them, attack them, or ridicule their books just because they were presented, but subject them to scientific discussion with evidence and proof, taking into account the difference of perceptions, minds, and the nature of science from time to time.
- Take into account depositing copies of books in public libraries to facilitate young researchers and students, as well as placing summaries of those books on the Internet.
- Directing his research for the benefit of knowledge, society and humanity as a fundamental moral obligation to rule his job.
- The General Secretariat in carrying out his research and literature, only his idea and his work are attributed to himself, and the amount of benefit from others must be well known.
- Be objective and accurate in presenting scientific views.
- In joint research, the roles of the participants must be clarified precisely, and avoiding putting names to courtesy or aid.
- In collecting field data, accuracy, honesty and integrity are taken into account • In data analysis, the researcher himself analyzes, interprets, evaluates, compares and concludes.
- Maintaining the confidentiality of data, especially if it relates to personal matters or financial or behavioral issues.
- Take into account the updating of data in the literature prescribed for students, at least so that they are surrounded by modern situations, and this is a great moral responsibility.
- The translator has the right to introduce some modifications in the original text and commend the areas of deletion and amendment, and the obligation not to prejudice the author's reputation and scientific standing in relation to works published in a foreign language.

8. FACULTY MEMBERS' RIGHTS:

1) Leaves and Holidays for Faculty Members.

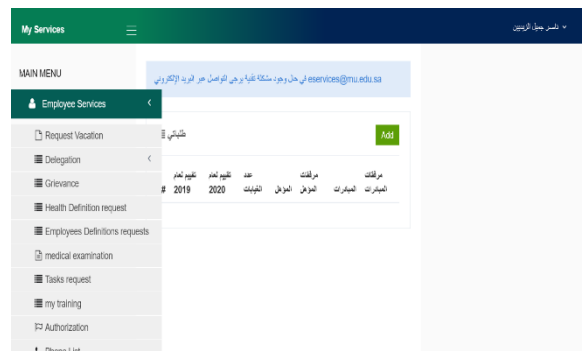
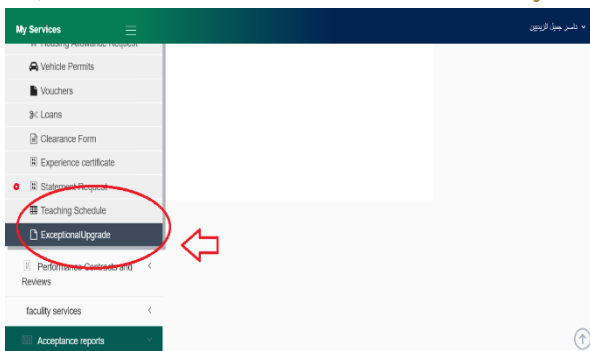


2) Allowances for Faculty Members.

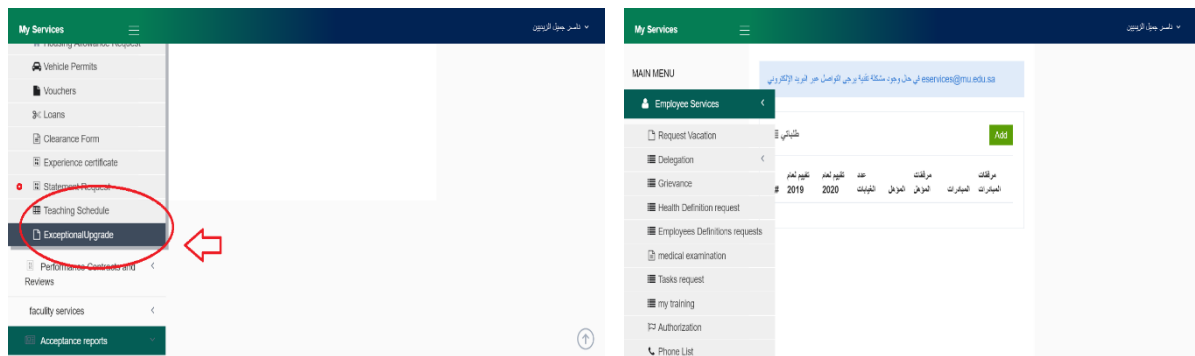


3) Scholarship for National Faculty Members.

4) Promotions for National Faculty Members.



5) Promotions for Oversea Faculty Member.



- 6) Secondment and Assignment for National Faculty Members.
- 7) Health Care and the University Medical Center.
- 8) Attending Scientific Activities.
- 9) Resignation and Termination.

English Language Department	
Title: Rights and Duties	
Version 2	Date:
Recommended:	Vice Dean for Quality & Development
Approved by:	Head of the department Dr. Majad Alharbi

